

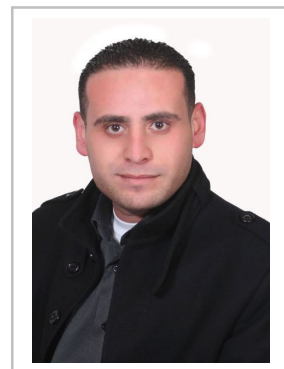


## Personal details

**Name** : Emad F. Al-hamarneh  
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**Nationality** : Jordanian  
**Gender** : Male  
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**(Professional Experience)** : Start with latest Job first

With SGS Since: April, 2011

## Current Job History:

**Organization** : **SGS** Societe Generale de Surveillance SA **Locations:** Amman, Jordan  
[www.sgs.com](http://www.sgs.com)   
**From** : April 17<sup>th</sup> 2011 **To** Present  
**Position title** : **IT Help Desk Officer**  
**Division/Dept.** : Business Support / **Information Technology** Dept.

## Previous Job History 1:

**Organization** : Trans Pacific For International Trade Co. Ltd. **Locations:** Amman, Jordan  
[www.transpacific.com.io](http://www.transpacific.com.io)   
**From** : April 5<sup>th</sup> 2010 **To** Jan 1<sup>st</sup> 2011  
**Position title** : **Accounting Officer & Information Systems**  
**Division / Dept.** : Construction, Building Material & Transportation / Management

## Previous Job History 2:

**Organization** : Alaa For "Computers & Mobiles" World. **Locations:** Madaba, Jordan  
**From** : June 1<sup>st</sup> 2005 **To** June 30<sup>th</sup> 2009  
**Position title** : **Customer Service Officer**  
**Division / Dept.** : Telecommunications / Sales

## **Educational Qualification 1**

**Institution** : Al-Isra University / Amman, Jordan  
**Date of Graduation** : February, 2010  
**Level achieved** : Bachelor Degree / **Management Information System**

## **Educational Qualification 2**

**Institution** : Al-Nattafa Secondary Schools / Madaba, Jordan  
**Date of Graduation** : June, 2002  
**Level achieved** : Tawjihi Degree / Commercial (Major in Financial)

## **Professional Trainings or Certifications**

<b>Training / Certification's title</b>	<b>Institution</b>
• <b>Trainee</b> (3 Months)	Jordan Islamic Bank
• <b>Your way to a career</b> (3 Months)	Office of King Abdullah II Fund for Development (career guidance)
• <b>Financial Accounting</b> (21 Hours Completed)	Professionals Consultants Academy
• <b>Practical Accounting</b> (36 Hours Completed)	Professionals Consultants Academy
• <b>Accounting for Non-Accountants</b> (24 Hours Completed)	Professionals Consultants Academy
• <b>Microsoft Desktop Optimization</b> (25 Hours Completed)	Umniah Mobile Company & Microsoft
• <b>Network Administration:</b> (Managing a Microsoft Windows 2003 Server Environment).	New Technology Center & Microsoft
• <b>Introduction to Windows Networking</b>	Smart Solution Academy
• <b>Time Management &amp; Success Skills</b>	Lothan Youth Achievement Center
• <b>Life Project</b> "Entrepreneurial Master Class"	Injaz Center – Jordan
• <b>Anti-Corruption</b>	Good Life Studies Center
• Completed 39-hours of Public Administration	The University of Jordan

## **Internal Training with SGS**

- Middle East Ticketing System.
- Quality and consistency in SharePoint.
- Tradeworks.
- Code of integrity.
- ISO 9001:2008 Training.
- ISO 17020 Training.
- ISO 17065 Training.

## **Other skills**

**Languages known :** Arabic (NATIVE).  
Good English (Reading, Writing and Speaking).

**Computer & Personal skills :**

- Updated with the latest in technology, modern computer systems & software concepts.
- Knowledge in All Windows xx Operating Systems.
- High Computer skills like Microsoft office & Internet.
- Familiar with LAN, WAN, software installations.
- Good communication skills and customer service.
- Knowledge in Remote Access applications and Web-based operations.
- Typing Speed: more than 70 words per Minute.
- Knowledge in Secretary / Typist / Bookkeepers.
- Work in team, and under stress & pressure.
- Writing, Editing, Reporting, Official Books & Data Entry.
- Help Desk.
- Knowledge in Practical Accounting.
- Sales & Marketing.
- Follow-up work Skills & open to feedback.
- Motivated and a quick learner.
- Interaction skills.

- 📄 **Certificates Supplied Upon Request.**
- 📄 **Detailed Responsibilities/Achievements/Projects Supplied Upon Request.**
- 📄 **References Will Be Provided Upon Request.**